



Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- ☒ Cross sections w/framing details
- ☒ Detail of any new walls or permanent partitions
- ☒ Floor plans and elevations
- ☒ Window and door schedules
- ☐ Complete electrical and plumbing layout. **EXISTING CONDITIONS TO REMAIN, MINOR IMPROVEMENTS.**
- ☐ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review **DESIGN/BUILDING BY PROPERTY OWNER**
- ☐ Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 2009 **EXIST. CONDITION**
- ☐ Proof of ownership is required if it is inconsistent with the assessors records.
- ☒ Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- ☐ Per State Fire Marshall, all new bathrooms must be ADA compliant. **EXISTING CONDITIONS TO REMAIN. ADA COMPLIANT**

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including: **NOT APPLICABLE. NO EXTERIOR IMPROVEMENTS PROPOSED.**

- ☒ The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. **SCHEMATIC SITE PLAN/PARKING LAYOUT. NO EXTERIOR BUILDING IMPROVEMENTS PROPOSED.**
- ☒ Location and dimensions of parking areas and driveways, street spaces and building frontage.
- ☐ Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

Fire Department requirements.

The following shall be submitted on a separate sheet:

- ☒ Name, address and phone number of applicant **and** the project architect.
- ☒ Proposed use of structure (NFPA and IBC classification)
- ☒ Square footage of proposed structure (total and per story)
- ☐ Existing and proposed fire protection of structure. **EXISTING CONDITIONS**
- ☐ Separate plans shall be submitted for **EXISTING CONDITIONS - DESIGN/BUILDING BY PROPERTY OWNER**
 - a) Suppression system
 - b) Detection System (separate permit is required)
- ☒ A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- ☐ Elevators shall be sized to fit an 80" x 24" stretcher. **NA ... no elevator/single story structure**

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



General Building Permit Application

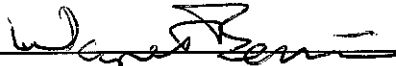
If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 250 Anderson Street		
Total Square Footage of Proposed Structure/Area EXISTING STRUCTURE: 16,021 Gross SF		Square Footage of Lot approx. 1 acre (survey not available)
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 009 A 015	Applicant *must be owner, Lessee or Buyer* Name Running With Scissors Address 54 Cove Street City, State & Zip Portland, ME 04101	Telephone: 207 699 4242
Lessee/DBA (If Applicable) Drawing on Community, LLC DBA Running With Scissors Kate Anker, Director 54 Cove Street Portland, ME 04101 207 831 5682	Owner (if different from Applicant) Name Sleepy Hollow Development, Inc. Address 183 Middle Street City, State & Zip Portland, ME 04101	Cost Of Work: \$ 50,000 C of O Fee: \$ \$520 Total Fee: \$ \$520
Current legal use (i.e. single family) <u>Vacant</u> If vacant, what was the previous use? <u>Business</u> Proposed Specific use: <u>Business/Art Studios Low Industrial Art-Related Use</u> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: Interior renovations to existing one-story load-bearing masonry/steel frame structure. Existing private offices areas leased to individual artists. Three large studio areas for private/public use (ceramics, painting/mixed media and printmaking). Exhibition space at main entry (934 SF). Public access will be limited to occasional invitation only events (less than once/month).		
Contractor's name: <u>Daigle Construction</u> Address: <u>234 Church Road</u> City, State & Zip <u>Brunswick, ME 04011</u> Telephone: _____ Who should we contact when the permit is ready: <u>Kate Anker/Running With Scissors 207 831 5682</u> Telephone: _____ Mailing address: <u>Running With Scissors 54 Cove Street Portland, ME 04101</u>		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: 

Date: 28 March 2013

This is not a permit; you may not commence ANY work until the permit is issue



Certificate of Design Application

From Designer: PDT Architects (Principals: Brian Curley and/or David Webster)

Date: 28 March 2013

Job Name: 250 Anderson Street - Running With Scissors

Address of Construction: 250 Anderson Street Portland, ME 04101

2009 International Building Code

Construction project was designed to the building code criteria listed below:

Building Code & Year IBC 2009/NFPA 101 Use Group Classification (s) Business/Education/Assembly

Type of Construction assumed to be Type V-A (maximum height: 3 stories maximum area: 18,000 SF)

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IRC Existing System/not confirmed

Is the Structure mixed use? Yes If yes, separated or non separated or non separated (section 302.3) non-separated

Supervisory alarm System? Yes Geotechnical/Soils report required? (See Section 1802.2) not available

EXISTING CONDITIONS: Design calculations and loads have not been confirmed. Change of Use/similar occupancy.

Structural Design Calculations

NA Submitted for all structural members (106.1 – 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown

Wind loads (1603.1.4, 1609)

 Design option utilized (1609.1.1, 1609.6)

 Basic wind speed (1809.3)

 Building category and wind importance Factor, I_w
table 1604.5, 1609.5)

 Wind exposure category (1609.4)

 Internal pressure coefficient (ASCE 7)

 Component and cladding pressures (1609.1.1, 1609.6.2.2)

 Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

 Design option utilized (1614.1)

 Seismic use group ("Category")

 Spectral response coefficients, S_D s & S_{D1} (1615.1)

 Site class (1615.1.5)

 Live load reduction

 Roof *live* loads (1603.1.2, 1607.11)

 Roof snow loads (1603.7.3, 1608)

 Ground snow load, P_g (1608.2)

 If $P_g > 10$ psf, flat-roof snow load p_f

 If $P_g > 10$ psf, snow exposure factor, C_e

 If $P_g > 10$ psf, snow load importance factor, I_s

 Roof thermal factor, C_t (1608.4)

 Sloped roof snowload, p_s (1608.4)

 Seismic design category (1616.3)

 Basic seismic force resisting system (1617.6.2)

 Response modification coefficient, R , and
deflection amplification factor, C_d (1617.6.2)

 Analysis procedure (1616.6, 1617.5)

 Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)

 Flood Hazard area (1612.3)

 Elevation of structure

Other loads

 Concentrated loads (1607.4)

 Partition loads (1607.5)

 Misc. loads (Table 1607.8, 1607.6.1, 1607.7,
1607.12, 1607.13, 1610, 1611, 2404)



Accessibility Building Code Certificate

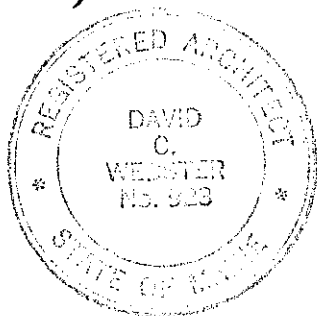
Designer: PDT Architects (Principals: Brian Curley and/or David Webster)


Address of Project: 250 Anderson Street - Running With Scissors

Nature of Project: Private Art Studios with shared open studio areas. Public gallery for invitation only events.

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.

(SEAL)



Signature: 

Title: David C. Webster, Principal

Firm: PDT Architects

Address: 49 Dartmouth Street
Portland, ME 04101

Phone: 207 775 1059

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Certificate of Design

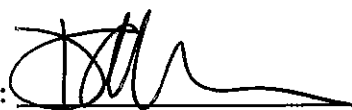
Date: 28 March 2013

From: PDT Architects representing Lessee:
Drawing on Community, LLC
dba Running With Scissors

These plans and / or specifications covering construction work on:

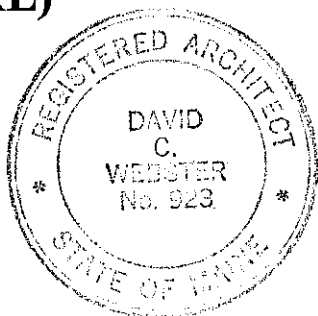
250 Anderson Street Portland, ME 04101

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2009 International Building Code** and local amendments.

Signature: 

Title: David C. Webster, Principal

(SEAL)



Firm: PDT Architects

Address: 49 Dartmouth Street
Portland, ME 04101

Phone: 207 775 1059

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